

## PTA Meeting Agenda & Meeting Minutes

**Meeting date:** Thursday 24th August

**Time:** 1.30pm

**Venue:** ISS Staffroom

**Attendees:** Fran, Sara, Daz, Michelle P, Beky, Shelly, Eldine, Emma Y, Kereni, Rebecca P, Jo, Laura, Louisa, Paul, Karissa, Fiona, Becki

**Apologies:** Will,

Agenda for Thursday 24 August 2023		
Agenda Item	Minutes	Notes and Action
Welcome to everyone!	→	
Fun Day PMI	<ul style="list-style-type: none"> <li>→ <a href="#">PMI 2023</a></li> <li>→ Think/Pair/Share</li> <li>→ 20 min discussion and feedback on 2023 Fun Day.</li> <li>→ Leftover Silent Auction basket idea - need someone to coordinate this please</li> </ul>	<p>Handover notes for each stall please</p> <p>Fran to send email to Food Stalls about profits.</p>
The BULA Project	<ul style="list-style-type: none"> <li>→ 15 min discussion</li> <li>→ Need some traction on this in term 4</li> <li>→ Small team to work on ideas of where we start from</li> <li>→ Do we want to collaborate with the request from Melinda? Who from the PTA will coordinate this?</li> </ul>	<p>Create a committee to run the BULA project: Laura, Eldine, Michelle, Becky, Shelly</p> <p>Reach out to Will Weems- Laura to contact him</p> <p>Beautification, activities, school wide space that works for all students and is flexible. Small little projects e.g. bleachers on primary court; gardening project- green wall-with families who would be willing to help; mindfulness spaces; games for secondary.</p> <p>Environment committee starting in Primary this week. Link to TASA.</p> <p>It has to be easy to get the funding for this if we want children to get involved and get access to it.</p> <p>Comments : fundraising needs to be more for community projects. Optics don't always look right when its about 'beautification.' Is there a pre-school in the area who we could help? Scholarship- internal scholarship, could PTA help fund items for these children? Where do you draw the line between school and PTA funds- would bleachers be classified as school facilities?</p> <p>We need to also respect what our community of parents and teachers want- which is what they included in the survey. But we need to reach out to the community as</p>

		well.
AGM	<ul style="list-style-type: none"> <li>→ <a href="#">PTA Constitution</a></li> <li>→ “The annual general meeting (AGM) shall be held once each calendar year in November”</li> <li>→ “The AGM shall require a quorum of 20 members”</li> <li>→ Set a date for Term 4</li> </ul>	<p>Advertise the roles and application process.  Special meeting 01 September for new members  After the PTA assign the roles  The new president with set the AGM date in term 4</p>
Finances	<ul style="list-style-type: none"> <li>→ Update from Fun Day via Sara/Fran</li> <li>→ Some food stalls want to set aside money from this year's profits so they can kick start their stalls earlier next year. Discussion</li> </ul>	<p>Email to food stalls</p> <ul style="list-style-type: none"> <li>- Water coolers should not be funded by us at the beginning of next year- unless it is voted in. Also some of them are not plugged in and therefore not cool. Discuss this further.</li> </ul>
CAS	<ul style="list-style-type: none"> <li>→ Executive committee is discussing the process for this. There are a lot of gaps currently and we are working to fix this.</li> <li>→ Need clarity and confidence around how much the PTA will cover per application.</li> <li>→ Small sub-committee needed for this</li> </ul> <p><b><u>Directly from the Constitution</u></b>  <b>Purpose:</b> <i>‘the contribution to service work within the Fijian community through student led initiatives’</i></p> <p><b>Process:</b> <i>‘Any request for the use of PTA funds, must be made in writing and five (5) prior to the date the funds are needed. A written response about the PTA committee’s decision will be communicated to the relevant party.’</i></p> <p><i>‘The request of funds from the PTA must include a detailed description of the project/activity and how the funds will be used. A written report must be submitted to the PTA committee at the end of the project/ activity accompanied by photos.’</i></p> <p><b>These are all work in progress documents</b></p> <ul style="list-style-type: none"> <li>→ <a href="#">CAS Funding PTA Blurb</a></li> <li>→ <a href="#">PTA - Primary Project Completion Form</a></li> <li>→ <a href="#">PTA CAS slideshow</a></li> </ul>	<p>Sub committee to be formed to review process and procedures for students to access funds.</p> <ul style="list-style-type: none"> <li>- Sara, Laura, Jo, Shelly, Michelle, Becki</li> </ul>
Vacant Roles	<ul style="list-style-type: none"> <li>→ Fran leaving at the end of term 3</li> <li>→ WhatsApp Admin role needs taking over</li> </ul>	<p>Advertise and gain interest, as per the constitution will appoint roles after the expressions of interests.</p>

	→ PTA Email needs taking over	
Term 4 Events	<a href="#">PTA Dates Events</a>	
PTA Meetings 2023	→ Friday 1st September Special Meeting to elect interim roles (Fran's last one -whoop whoop)	<p><i>-Louisa to organise zoom link</i></p> <p><i>-Darain questioned what would happen if we have two people with the same amount of votes and what would happen if two people wanted to do the role? - LF to check the constitution.</i></p>